

Chapter 15

Required Annual Reports **And Statistical Sources**

Required Annual Reports

- A. **Annual Report for Indiana Public Libraries (includes Application for State Funds, Annual PLAC Statistics Report, Statement of Compliance with Public Library Standards and Statement of Intent to Comply with Standards). The Annual Report Supplement is a separate document.**
1. All forms are mailed to libraries without Internet access in December and posted to the Library Development Office web site. The Application for State Funds is mailed to all libraries.
 - The Annual Report and Supplement are to be completed on the Internet by libraries with Internet access
 - The Application for State Funds is still paper only.
 2. All forms are due to the Library Development Office or to be completed on the Internet by February 1.
 3. Data collected may vary slightly from year to year, but usually includes:
 - a. library name, address, telephone, fax, TDD, hours open daily, world wide web address, library's and director's e-mail addresses
 - b. public library service areas (town, township(s), county)
 - c. library district's assessed valuation and tax rate
 - d. census population (most recent decennial census), # of registered borrowers (both resident and nonresident), ILL and circulation
 - e. operating income and expenditure by type
 - f. selected holdings of physical units
 - g. selected library services
 - h. type of Internet access and number of computers
 - i. number of staff by type and hours worked
 - j. salary information by designation of employee
 - k. benefit information
 4. Application for State Funds (type of funds may vary from one year to the next)

This has been incorporated into the signature page of the "Annual Report for Indiana Public Libraries", which must be returned via regular mail with original signatures.

Annual PLAC Statistics Report

- a. This report asks for the number of loans your library makes to people from other library districts. The library must keep statistics all year on the patrons who have PLAC cards. You will need to ask them for the name of their home library. If your library is a net lender, it will receive payment for the net loans.
- b. You must carefully review the number of loans reported, as this could result in a large check for your library and an error might cause the loss of a large sum of money.

5. Statement of Compliance with Standards

- a. A public library must meet all standards or receive a waiver for non certification issues each year in order to receive any state or federal funding.
- b. This would include any State Technology Fund money, State Public Library Distribution, InfoExpress service, LSTA funds and payments or grants for Internet lines, and other services.

6. Statement of Intent to Comply with Standards

- a. If any answer in the Statement of Compliance with Standards is “no”, it must be explained on the annual report form, along with a statement as to how the library intends to change it to comply with standards.
- b. If a library does not adequately explain its intent or does not explain a “no” answer, it will be found out of compliance with standards.

7. Annual Report Supplement

- a. This report is revised annually and is intended to elicit information for the use of the Indiana State Library and Indiana librarians and other interested parties.
- b. Some questions are asked periodically, others may be asked only once

B. **Fiscal and Narrative Reports for Grants Awarded (LSTA and other)**

Reports will vary as to the extent of information required; check grant manual to know exactly what needs to be included and when it is due. A brief quarterly evaluation and a final evaluation are required for each project.

C. **PLAC Quarterly Reports**

Due the 25th of month after end of quarter (due January 25, April 25, July 25, October 25 each year, sent to Indiana State Library, Administrative Division). This report is to be filed, regardless of whether any PLAC cards are sold. A check for the PLAC cards sold must accompany this form and the check must equal the number of cards sold. PLAC cards are the financial responsibility of the library to which they are issued (they are numbered). The report form is on the Internet, at <http://www.in.gov/library/2805.htm>

- D. **Report of Names and Compensation of Officers and Employees (Form 100R)** To be filed with the State Board of Accounts, 302 West Washington Street, Fourth Floor, Room E418, Indianapolis, IN 46204-2765 on or before January 31
The State Board of Accounts (SBoA) recommends using the library's address, not each staff member's home address. These are public records and are often requested by the general public.
- F. **Withholding Statements for Employees (W-2)**
The statement must be completed and given to each employee by January 31.
- G. **Annual Report to Indiana Department of Revenue**
Information on state and county income tax withholdings is due in January.
- H. **Annual Report to Internal Revenue Service (W-3)**
Information on social security withholdings and federal income tax withholdings is due in January
- I. **Library Annual Financial Report (Form Number LAR-1)**
This report is due to the Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 by March 31. This report is made available to the State Board of Accounts (SBoA) after the Census Bureau is finished with it, and the SBoA uses it as the basis for the library audit. SBoA has a person on staff who can answer questions about it, at 317-232-2521.
- J. **Bi-annual report to the county treasurer certifying names and addresses of every library employee for the county where the employee works**
[IC 6-1.1-22-14] Due twice a year – by June 1 and December 1 (No official form, home address required).

Selected Statistical Sources

American Library Association/Public Library Association.

Public Library Data Service Statistical Report

This is a voluntary report, with over 800 libraries from the United States and Canada.

<http://www.ala.org/ala/pla/plapubs/pldsstatreport/pldsstatistical.cfm>

Bowker Annual. New York: R.R. Bowker & Co.

<http://infotoday.stores.yahoo.net/bowanlibandb3.html>

Developing National Library Network Statistics and Performance Measures and other library statistics

<http://www.ii.fsu.edu/~jbertot/#research>

<http://www.ii.fsu.edu/projects/tag/measures/>

Hennen's American Public Library Rating Index (HAPLR Index), author Thomas S. Hennen utilizes U.S. Federal-State Cooperative Service (FSCS) data.
<http://www.haplr-index.com>

Indiana University/Indiana Business Research Center

Stats Indiana

<http://www.stats.indiana.edu/>

Institute of Museum and Library Services - (Public library and State library agency data) This is data for all public libraries in the United States.

(This is also the source for data used by Hennen for his HAPLR ratings)

<http://harvester.census.gov/imls/index.asp>

National Center for Education Statistics – Library Statistics Program

(Academic library and school library media center data)

<http://www.NCES.ed.gov/surveys/libraries/>

National Commission on Libraries and Information Science

<http://www.nclis.gov/survey.htm>

The POLIS Center/SAVI

Data for central Indiana (SAVI)

<http://www.savi.org/>

Statistics of Indiana Libraries

Data from 1994 through 2007

<http://www.in.gov/library/2669.htm>

U.S. Census Bureau – American FactFinder

http://factfinder.census.gov/home/saff/main.html?_lang=en

Statistics Usage

Baird, Brian J. *Library collection assessment through statistical sampling*. Lanham, Md., Scarecrow Press, 2004

Bertot, John Carlo. *Statistics and performance measures for public library networked services*. Chicago, IL., American Library Association, 2001.

“Public Library Use of Statistics: A Survey Report” by Yan Quan Liu and Douglas Zweizig, *Public Libraries*, March/April 2000, 98-105.

“Rethinking Library Statistics in a Changing Environment” by Richard W. Boss, <http://www.ala.org/ala/pla/plapubs/technotes/rethinkinglibrary.cfm> 2006.

Smith, Mark. *Collecting and Using Public Library Statistics: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 1996.

White, Andrew C. and Eric Dijra Kamal. *E-metrics for library and information professional: how to use data for managing and evaluating electronic resource collections*. New York: Neal-Schuman Publishers, c2006